



EXECUTIVE OFFICE OF THE PRESIDENT

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WASHINGTON, D.C. 20503

BULLETIN NO. 81-7

January 24, 1981

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Fiscal Year 1981 Travel Reduction

1. Purpose. This Bulletin provides instructions for reducing Executive Branch travel during fiscal year 1981.
2. Authority and Background. The Budget and Accounting Act of 1921, as amended. The President has directed that a reduction be made in travel during fiscal year 1981. This Bulletin outlines the steps that will be taken to achieve the reduction. The reduction becomes effective immediately.
3. Coverage. This Bulletin applies to all Executive Branch departments and establishments. It covers all travel of Executive Branch personnel, military and civilian, and other persons when travel expenses are paid by the U.S. Government and recorded in object class 21, except permanent change of station for military personnel.
4. Policy. Obligations for travel costs for the remainder of fiscal year 1981 will be reduced by 15 percent for each Executive Branch department and establishment. Because the reduction is being initiated in January 1981, it is approximately equal to a 10 percent reduction from the annual amount estimated in the January budget.
5. Action Requirements. Agencies will reduce travel so that obligations will not exceed the annual levels indicated in the attachment. Each agency should be prepared to provide information on the status of the reduction during the fiscal year.

If a department or agency head believes that the reduction cannot be accomplished without causing serious disruption in carrying out basic programs, an adjustment may be requested. Requests for adjustments should be made by letter, addressed to the Director of OMB, and signed by the agency head. They should include a complete explanation and detailed justification of the request for adjustment.

6. Use of Savings. Similar savings generated from reductions may be applied to other approved program activities within the same appropriation in the following order of priority:

- a. to offset the need for mandatory program supplemental appropriations or amendments that could otherwise be submitted to the Congress under the provisions of the Antideficiency Act (31 U.S.C. 665 (e)).
- b. to reduce the 1981 pay supplemental transmitted with the 1982 Budget.

However, where travel reductions result in withholding of appropriations from obligation, the reporting requirements prescribed by the Impoundment Control Act of 1974 apply, as set forth in OMB Circular No. A-34 and OMB Bulletin No. 75-15. In such cases, rescission proposals or deferral reports will be prepared and submitted to OMB for inclusion in a special message on rescissions and deferrals.

7. Revised 1982 Budget. The travel reduction will be a part of the Administration's revised 1982 Budget. Further instructions will be provided in a later bulletin that will address budget revision procedures.

8. Information Contact. Inquiries should be directed to the OMB representative responsible for reviewing the department's or establishment's budget estimates.

9. Sunset Date. This Bulletin will expire on September 30, 1981.

Dale R. McOmber  
Acting Director

**Attachment**

Executive Branch Travel  
(Obligations in \$ millions)

<u>Major Agencies</u>	<u>1981 Est. Levels</u>	<u>Reduction</u>	<u>1981 Reduced Level</u>
Department of Agriculture	171	17	154
Department of Commerce	51	5	46
Department of Defense (Military)*	1,827	183	1,644
Corps of Engineers (Civil)	49	5	44
Department of Education	10	1	9
Department of Energy	40	4	36
Department of Health and Human Services	115	12	103
Department of Housing and Urban Development	20	2	18
Department of the Interior	110	11	99
Department of Justice	88	9	79
Department of Labor	54	5	49
Department of State	63	6	57
Department of Transportation	125	12	113
Department of Treasury	142	14	128
Environmental Protection Agency	19	2	17
General Services Administration	24	2	22
National Aeronautics and Space Administration	25	3	22
Veterans Administration	121	12	109

Agencies that are not listed above will compute their reductions as follows:

1. Take the amount of fiscal year 1981 travel (Object Class 21) obligations estimated for the agency in the January Budget for fiscal year 1982. (This includes direct, reimbursable, and allocated obligations.)
2. Multiply the amount from paragraph 1 by 10 percent. This is the amount of the reduction.
3. Subtract the amount in paragraph 2 from the amount in paragraph 1. This will be the agency travel level for fiscal year 1981 that may not be exceeded.

\* Excludes amounts for permanent change of station for military personnel.

BOOK CABLE

ON 14 MARCH 1980, PRESIDENT ISSUED DIRECTIVE REQUIRING  
PARTIAL FREEZE ON HIRING FULL-TIME, PERMANENT PEOPLE. [ ]  
NOW HAS EXHAUSTED EXEMPT (IN-PROCESS BEFORE 1 MARCH) CATEGORY  
AND IS NOW CONTROLLED BY NON-EXEMPT CATEGORY (FILLING ONE  
OUT OF TWO VACANCIES). [ ] MUST THEREFORE MONITOR  
PERSONNEL STRENGTH FIGURES CLOSELY. WE MUST CONTROL ALL  
NEW CHARGES TO CEILING. UNTIL FURTHER NOTICE, PRIOR [ ]  
APPROVAL REQUIRED BEFORE EODING ANY U.S. CITIZEN FOR FULL-TIME  
EMPLOYMENT IN EXCESS OF ONE YEAR, EXTENDING FULL-TIME CONTRACTS  
OF LESS THAN ONE YEAR TO A TERM OF MORE THAN ONE YEAR, OR  
CONVERSION FROM PART-TIME TO FULL-TIME (I.E., REQUIRING  
COUNT AGAINST CEILING).

O/Comptroller [ ] telecoord

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